

Finance and Labor Relations Committee

Regular Meeting

Thursday, October 8, 2020 at 6:00 p.m.

Due to the COVID 19 orders of social distancing this meeting will be held virtually at: <https://meet.google.com/ctf-zfdm-ojz> or call 478-352-1618 and enter pin 504 283 662#

MINUTES

- 1) **Call to order.** Cole called the meeting to order at 6:00 pm.
- 2) **Roll Call:** Members present: Alderpersons Rick Cole, Joy Morrison and Dianne Duggan. Others present: Mayor William Hurtley, City Administrator/Finance Director Ian Rigg, City Clerk/Treasurer Judy Walton, Utility and Finance Accountant Julie Roberts and Jason Liska.
- 3) **Approval of Agenda.** Duggan made a motion, seconded by Morrison to approve the agenda as presented. Motion approved 3-0.
- 4) **Minutes.** Morrison made a motion, seconded by Duggan to waive the reading of the minutes of the September 3, 2020 meeting and to approve them as presented. Motion approved 3-0.
- 5) **Citizen appearances.** None.
- 6) **Bills.** Duggan made a motion, seconded by Morrison to approve the City bills as presented in the amount of \$1,035,592.69. Motion approved 3-0 on roll call.
- 7) **New Business:**
 - a) **Motion to approve the temporary pay increase for Patrick Hartin as acting Water Plant Operator (OIC).** Cole made a motion, seconded by Morrison to approve the temporary pay increase for Patrick Hartin as acting Water Plant Supervisor. Rigg stated that this would date back to June 2020. Cole made a motion to amend the original motion to include this being retroactive to June 22nd, 2020 with an hourly rate of \$25.96, seconded by Morrison. Motion approved 3-0 on roll call.
 - b) **Motion to approve the purchase of online building permit software and submit for CARES Act reimbursement Moved by Cole, seconded by Morrison.** Duggan made a motion, seconded by Morrison to approve the purchase of online building permit software and submit for CARES Act reimbursement. Rigg requested that the motion be modified to approve submitting the purchase of online building permit software. The purchase has already been made within the guidelines. Moved by Duggan, seconded by Morrison to withdraw the original motion.
 - c) **Motion to approve City Treasurer Job description.** Morrison made a motion, seconded by Duggan to approve the City Treasurer job description. Rigg stated that this was reviewed internally. Pay levels will be reviewed during a wage study. Starting wage. The Mayor will do the appointment at the next Common Council meeting. The Mayor questioned the description of the employee reports to the City Administrator. Rigg believes this is covered in the employee manual. Motion carried 3-0

- d) **Motion to recommend Employment Agreement with Judy Walton**
Duggan made a motion, seconded by Morrison to recommend an Employment Agreement with Judy Walton. Duggan pointed out a typographical error in the second paragraph, second line. Treasurer is spelled incorrectly. Motion carried 3-0.
 - e) **Motion to approve Deputy City Clerk job description.**
Cole made a motion, seconded by Duggan to approve the Deputy City Clerk job description. It was requested that when it gets signed please have print name and signature on same page. Motion carried 3-0.
 - f) **Motion to approve Accounts Clerk job description.**
Cole made a motion, seconded by Duggan, to approve the Accounts Clerk job description. Duggan stated that there are no continuing education requirements. Rigg shared that while it is a standard that we do practice it is not necessarily a job requirement for this position. Walton would like to see bullet point number 5 under accounting on the first page regarding payroll printing of checks. Rigg stated this has always been the Clerk. Carried 3-0.
 - g) **Motion to approve Utility Billing Clerk job description.**
Moved by Cole, seconded by Duggan to approve the Utility Billing Clerk job description. Motion carried 3-0.
 - h) **Motion to approve General Custodian job description.**
Cole made a motion, seconded by Duggan to approve the General Custodian job description. Motion carried 3-0.
 - i) **Discussion regarding ordinance and contract protections for City Officer positions.**
Rigg stated many years back a contract was protection from changes in elected officials. There are currently positions that have contracts that normally do not. Two positions are Treasurer and Clerk. Other positions might not need a contract. Do we need a contract or ordinance change? Do we want to continue contracts regardless? There will be more discussion regarding this on Tuesday.
- 8) **City Administrator/Finance Director Report.**
Rigg is assigning duties for his departure as well as working on the budget and job descriptions. He has also been submitting for Care reimbursement for COVID expenses.
- a) **Discussion on options to fill the City Administrator position.**
Rigg provided a list of consultants that do executive searches. He also gave a timeline that could be expected and this might be extended due to the holidays. Oregon is also going to be hiring an Administrator at the same time. He does know a couple administrators that might be interested in this area. Rigg stated he can get RFP out before his departure.
 - b) **Discussion on consulting options with Patrick Rigg after November 5th, 2020.**
Rigg stated he is offering this because he doesn't want to leave anyone in a lurch. This would be a matter of helping with final discussions at Council. Morrison finds this helpful for park board for the referendum.
 - c) **Assignment of duties in absence of City Administrator.**

Rigg has assigned certain responsibilities and projects. If the referendum passes the Municipal Services Director will be point contact for contact that and for 2nd street. Day to day Human Resources would fall on Mayor Hurtley.

d) **Discussion and motion to recommend Resolution 2020-22, Adopting 2021 Operating and Capital Budget and Setting Tax levies.**

Duggan make a motion, seconded by Morrison to recommend Resolution 2020-22, adopting the 2021 operating and capital budget and setting tax levies. This budget keeps the mill rate the same. Expenses are down some due to COVID. TIFs are doing well. Building permits up \$5,000. The Police Department made no changes in the operating budget. They did make some changes in capital. No changes with EMS or Cemetery. The Debt Service Fund will be using about \$30,000 out of fund balance. The most cuts and changes were done in capital. Sewer remains largely the same and is very healthy. Revenues are down a bit from the moratorium extension. It's hard to do a side by side comparison in electric with splitting funds. It is a huge change. Electric and water will still be reported as one in the audit. This is because of our borrowings and water and light being treated as one. 2021 is the last set sewer increase. Rigg reviewed some of the wages. The Custodian position was discussed. Linemen wages rates were discussed. Rigg increased the City Administrator/Finance Director wage for negotiating room. He only has $\frac{3}{4}$ of the year in for his position. Housing costs are higher here. Rigg's recommendation is the Clerk and the Treasurer should be equal. They don't have the supervisory aspect other positions have. There was discussion about the Utility Accounting aspect and whether it is worth more or not. Rigg thinks that a wage study is needed.

9) **Unfinished business:** None.

10) **Meeting Discussion:** The next regular meeting will be held November 5 at 6:00 p.m.

11) **Adjourn:** Moved by Duggan seconded by Morrison to adjourn. Motion passed 3-0 at 8:46 pm.

Respectfully Submitted
Julie Roberts – Utility and Finance Accountant